

READ THIS FIRST

Before you proceed with writing your annual report, please read through the following information. We have made some changes to last year's reporting format; mostly reducing the amount of information collected. New this year:

- We are requesting information about non-OHP funded surveys, only. We already capture information about OHP-funded surveys through the CLG grant process.
- We are no longer asking for lists of properties reviewed under local design review and environmental/project review (CEQA and Section 106.
- Nor are we requesting lists of National Register nominations reviewed by local governments.
- However, we are asking for a narrative summary of how local design review and environmental/project reviews are carried out.

We continue to request:

- changes or proposed changes to the historic preservation ordinance;
- most recent listing of locally designated resources;
- updates or changes to the local historic preservation plan or element of the general plan;
- resumes and qualification review forms for all commissioners and staff (not just new members);
- commission minutes; and
- Mills Act contracts.

In this way, we can complete files that may be lacking certain pieces of information and gain a fully up-to-date impression of your local preservation program.

Please fill in the tables as completely as possible and do not simply refer to commission meeting minutes. If you wish to refer to minutes in order to provide greater information to OHP, please give meeting dates as part of the reference. The information in this annual report should include all activities of your local government that relate to historic preservation, not just activities conducted by your local commission. For local governments whose preservation commissions serve multiple purposes, when providing information in this report regarding design reviews, please only include those projects related to historic and potentially historic properties.